

# CODE OF CONDUCT

The Australian and New Zealand Intensive Care Society, ANZICS, is a company registered under the Corporations Act 2001 (Australia) and Australian Charities and Not-for-profit Acts 2012. Our objectives are to connect our membership, and advocate for them and their teams in the pursuit of ensuring excellence in intensive care provision to the patients and communities we serve. ANZICS expects that its employees will always display the highest standards of professional and personal conduct in serving the needs of patients and communities and interacting with other employees.

## 1. Purpose

The Code of Conduct assists the Australian and New Zealand Intensive Care Society (ANZICS) in maintaining a harmonious and ethical work environment, which upholds ANZICS’ mission and values. It serves to communicate the expected ethical standards, behaviours and standards of conduct required of all ANZICS employees. ANZICS’ success depends upon advancing our good reputation through the promotion of a culture of fair and ethical behaviour and good business practices. ANZICS aligns with the Australian Council for International Development (ACFID) Code of Conduct as a guiding principle for ethical behaviour and standards.

## 2. Scope

The Code of Conduct applies to all employees, (including temporary employees) contractors, consultants, Board, Executive and Committee members and volunteers of ANZICS.

## 3. Definitions

<b>Conduct</b>	Conduct refers to the way a person behaves, especially in a particular place or situation, such as the workplace.
<b>Conflict of Interest</b>	A conflict of interest occurs in the workplace when an employee undertakes an activity that benefits them but does not benefit the organisation.
<b>Discrimination</b>	<p>Discrimination occurs when a person is treated less favourably or harassed in certain areas of public life including their employment because of a personal characteristic or prescribed attribute that is protected under law.</p> <p>Direct discrimination occurs when a person is denied a benefit or an opportunity on the grounds of any of the prescribed attributes.</p> <p>Indirect discrimination occurs when a policy, rule or practice has a discriminatory effect against a person or group of people in relation to any of the prescribed attributes.</p>

	<p>An 'attribute' includes another person's:</p> <ul style="list-style-type: none"> <li>• race;</li> <li>• colour;</li> <li>• sex;</li> <li>• sexual orientation;</li> <li>• social origin;</li> <li>• religion;</li> <li>• family or carer's responsibilities;</li> <li>• age;</li> <li>• physical or mental disability;</li> <li>• marital status;</li> <li>• political opinion;</li> <li>• pregnancy;</li> <li>• national extraction;</li> <li>• personal association with a person or people identified by reference to any of these attributes.</li> </ul>
<b>Workplace Bullying</b>	<p>Bullying is repeated, unreasonable behaviour directed towards a worker or a group of workers that creates a risk to health and safety and is unlawful. Bullying can occur by direct or indirect means.</p> <p>Repeated behaviour refers to the persistent nature of the behaviour and can involve a range of behaviours over time.</p> <p>Unreasonable behaviour means behaviour that a reasonable person, having regard for the circumstances, would see as unreasonable, including behaviour that is victimising, humiliating intimidating or threatening.</p> <p>Direct bullying occurs between the specific people involved.</p> <p>Indirect bullying involves third parties participating in bullying behaviours, for example passing on insults or spreading rumours. Indirect bullying mostly inflicts harm by damaging another's social reputation, peer relationships and self-esteem.</p>
<b>Harassment</b>	<p>Harassment occurs where a person engages in uninvited or unwelcome behaviour which a reasonable person would expect would cause another person to be offended, humiliated, or intimidated. It does not matter if the person who committed the act intended, or did not intend, to upset or cause offence to the other person.</p>
<b>Sexual Harassment</b>	<p>Sexual harassment is defined in the Sex Discrimination Act 1984 (Cth) (SD Act) as: 'any unwelcome conduct of a sexual nature that a reasonable person, having regard to all the circumstances would have anticipated would offend, humiliate or intimidate the other person.' Similar definitions are found in State and Territory anti-discrimination and equal opportunity legislation.</p>

## 4. Policy

The Code of Conduct sets out the expected standard of behaviour of all personnel of ANZICS.

The Code of Conduct and the behaviours outlined within it are fundamental to ANZICS building healthy, positive, and respectful relationships within our workplace and with our wider community. The Code of

Conduct also governs the way in which all ANZICS personnel are expected to relate to one another, external professionals, clients, visitors, and all stakeholders.

The Code of Conduct is not intended to provide an exhaustive list of behavioural standards for every aspect of work. Rather, it offers a broad framework to guide conduct and behaviour in the performance of duties and interactions within the workplace.

## 5. Statement of Core Values

### ANZICS Mission

All ANZICS personnel are expected to behave in ways that are aligned with the mission and values of the organisation.

ANZICS vision is to lead *excellence in intensive care practice*. This vision serves ANZICS mission; *to achieve the best possible outcomes for patients and their families*.

### ANZICS Values:

- **Integrity:** ANZICS delivers reliable, transparent and progressive outcomes to foster trust and respect.
- **Respect:** ANZICS values open communication and reflection, recognising the perspectives and contributions of all.
- **Inclusivity:** ANZICS embraces workplace diversity to promote an environment where everyone feels valued.
- **Collaboration:** ANZICS actively seeks opportunities and partnerships to achieve its goals.
- **Excellence:** ANZICS strives to add value and deliver high quality and sustainable services.
- **Innovation:** ANZICS encourage creativity to achieve organisational quality, excellence and continuous improvement in all its activities.

Our personnel contribute to the success of our organisation and that of our members. ANZICS fully endorses that no personnel are deprived of their basic human rights.

Furthermore, our personnel have an obligation to the Society, our Members and themselves to observe high standards of integrity and fair dealing. Unlawful and unethical business practices undermine personnel and Member trust.

## 6. Obligations

All employees have an obligation and duty of care to:

- Comply with the prevailing community standards of equity, justice, fairness, and compassion in dealing with others with and beyond ANZICS
- Read, understand and comply with policies and procedures
- Perform duties in a responsible and professional manner, with due regard for company policies, lawful directions and other legal requirements and obligations
- Act appropriately when conflict arises between self-interest and our duty to ANZICS
- Practice responsible stewardship of company resources, using ANZICS' property and funds efficiently, carefully and honestly with due authorisation and without misappropriation
- Promote and protect the interests and reputation of ANZICS
- Take our responsibility for the health and safety of ourselves and others when carrying out our duties

- Establish and maintain professional boundaries and relationships between employees, general members, ANZICS Board and Committee members and clients, ensuring ethical decision-making and judgements. This includes providing equal opportunities for all employees, free from any influence that may lead preferential treatment.
- Refrain from engaging in inappropriate activities for exchange of goods, services, monetary benefits, employment opportunities, or preferential treatment. This includes not accepting money, gifts, or any other form of compensation or benefit from clients, vendors, or any other third parties that could influence or appear to influence their professional judgment or actions.
- Abide by ANZICS Child Safeguarding Policy, including refraining from showing favouritism to children through the provision of gifts or inappropriate attention
- Abide by ANZICS Prevention of Sexual Exploitation, Abuse and Harassment Policy
- Report suspected violations of the ANZICS Code of Conduct and ANZICS Child Safeguarding Code of Conduct

## 7. Behaviours

### Personal Conduct

All employees are expected to:

- Treat everyone with courtesy, respect, kindness, considerations, and sensitivity to their rights
- Refrain from all forms of harassment, bullying and discrimination based on gender, race, religious belief, political affiliation, pregnancy, disability, sexual orientation, or illness
- Always act honestly, in good faith, and respectful of the trust placed in them
- Respect everyone's rights to privacy and keep personal information in confidence
- Consider the impact of their decisions and behaviour on the well-being of others
- Refrain from acting in a way that would unfairly harm the reputation and career prospects of other employees
- Refrain from allowing personal relationships to affect professional relationships
- Seek advice from an appropriate Manager where a colleague's behaviour is perceived to be in breach of the Code of Conduct
- Report any suspected corrupt, criminal, or unethical conduct

ANZICS will not tolerate discrimination, harassment or any behaviour that is abusive, offensive, intimidating or unwelcome.

### Professional Conduct

All employees are expected to:

- Perform their duties diligently, impartially, conscientiously, with integrity, and to the best of their ability
- Dress appropriately for the workplace and work tasks
- Arrive to work on time according to their employment agreement/contract and respect the time of others within and outside ANZICS
- Keep up to date with advances and changes in the body of knowledge and the professional and ethical standards relevant to their area of expertise
- Strive to always achieve the highest service, and professional standards
- Comply with any relevant legislative, industrial, or administrative requirements
- Comply with the principles of environmental responsibility

- Foster teamwork and collegiality among all employees, and always give due credit to the contributions of others
- Maintain adequate documentation to support any decisions made
- Take no improper advantage of any official information gained in the course of their employment
- Refrain from allowing personal political views and/or affiliations or other personal interests to influence the performance of duties or exercise of responsibilities.
- Use ANZICS' property and funds efficiently, carefully and honestly with due authorisation and without misappropriation
- When representing ANZICS in external facing events including but not limited to meetings, functions, events and conferences, to act with decorum and avoid behaviours that may bring the organisation into disrepute
- Make every effort to avoid conflicts of interest. If an actual, perceived, or potential conflict arises, it must be promptly disclosed to the ANZICS General Manager and managed in accordance with the ANZICS Conflict of Interest Policy.

### Out of Hours Conduct

All employees are expected to engage in appropriate conduct outside business hours. Employee conduct outside of hours may warrant investigation and discipline if it:

- is likely to cause serious damage to the relationship between ANZICS and the employee
- damages ANZICS interests; or
- is incompatible with the employee's duty as an employee.

### Confidentiality

Employees must not disclose any confidential information belonging to ANZICS, except as required by law, in the performance of their duties or part of their engagement or as permitted in writing by ANZICS.

Employees must not misuse confidential information. Misuse of confidential information can include the inappropriate storage of unencrypted storage of confidential information without password protection on personal devices.

Employees must take measures as reasonably necessary to prevent the disclosure of or misuse of confidential information. Unauthorised disclosure of any confidential information is strictly prohibited and will be dealt with as a disciplinary matter.

Employees must comply with any lawful request by ANZICS, for confidential information to be deleted, erased or destroyed in such a manner that it cannot be retrieved.

### Conflict of Interest

Employees must not act in conflict with or be in a position of conflict (or potential conflict) with, the interests of ANZICS without the express written consent of the ANZICS. They must adhere to and comply with the ANZICS Conflict of Interest Policy at all times.

ANZICS understands that employees may be engaged in other employment, trade or business opportunities. To ensure that there are no actual or potential conflicts of interest, employees are required to supply the full details of any other employment that they are engaged in, regardless of the potential for conflict or not.

### IT Security

Employees must ensure that their use of IT resources and equipment is reasonable and appropriate.

Employees are prohibited from accessing, downloading, transmitting or otherwise storing content, information or images that is unlawful or may be deemed offensive, pornographic or not in the interests of ANZICS.

Employees must always ensure the security of ANZICS information and IT resources.

Any personal use of IT resources including email, internet and telephones (including mobile phones) must be kept to a minimum.

### **Discrimination, Harassment and Bullying**

Employees must not unlawfully discriminate against, sexually harass, or harass or bully anyone, and are expected to encourage a workplace culture that is free from such treatment.

Employees who witness any type of inappropriate behaviour in the workplace, are obliged to report it immediately to the ANZICS General Manager, or if the behaviours relate to the General Manager, a senior member of the ANZICS management team or Executive. Employees are also encouraged to speak to the ANZICS General Manager if they have any questions or concerns about bullying, harassment or discrimination in the workplace.

### **Alcohol and Drugs**

Employees are expected to be fit to perform their duties safely at all times, free from impairment due to drugs, alcohol, fatigue, or other substances.

If employees require medication that affects their ability to perform their duties, a medical certificate should be produced from a duly qualified medical practitioner explaining their capacity or incapacity to perform their duties.

### **Safety and Health**

All employees share ANZICS' responsibility and commitment to the safety, health and wellbeing of themselves and others in their workplace and must comply with relevant legislation.

Employees must:

- understand and adhere to their responsibilities under applicable work, health, and safety legislation, as well as ANZICS policies, procedures, and guidelines.
- follow any reasonable safety instructions and guidance provided by their workplace manager.
- consider and take reasonable care of the physical and psychological safety of themselves, colleagues and the community in all activities undertaken in the course of their employment
- take reasonable care to maintain a safe and secure workplace for everyone.
- proactively identify, report and cooperate with appropriate action in response to safety risks and hazards in support of the health, safety and wellbeing of all on site
- help, to the best of their ability, an injured or sick person in your workplace, including obtaining the assistance of a trained person who can attend to them.

### **Use of Resources**

Employees must not destroy or take for personal use any items belonging to ANZICS without prior written approval.

Employees must only use ANZICS equipment, funds, facilities and other resources effectively, economically and carefully for the benefit of ANZICS.

### **Breach of the Code of Conduct**

All employees must comply with this Code of Conduct and report any breaches to their manager, or General Manager, as appropriate.

ANZICS will investigate all reported instances of questionable or unethical behaviour. In every instance where improper behaviour is found to have occurred, the company will take appropriate action. We will not tolerate retaliation against employees who raise genuine ethical concerns in good faith.

Any breach of this Code of Conduct will be taken seriously and may lead to disciplinary action, up to and including termination of employment (for employees), changed working arrangements or the cessation of any contract or engagement. Sanctions against members (subject to investigation by the Board) may include termination of membership and/or removal from Committees or the Board.

Whilst ANZICS will endeavour to preserve the confidentiality of those involved in alleged breaches of the Code of Conduct, it may be necessary to speak with other workers or people involved to determine what happened and to maintain the integrity of the investigation process.

Where potentially unlawful conduct has occurred, ANZICS will need to alert the appropriate authorities.

Those people who are involved in the investigation (including the complainant, witnesses etc.) are also under a duty to maintain confidentiality and display a commitment to uphold the integrity of the investigation process. If the complainant chooses to bring a support person with them to any meetings, they too are bound by confidentiality. Gossiping and/or the spreading of rumours because of, or in connection with, a process followed under this policy will not be tolerated under any circumstances and may lead to further disciplinary action for those concerned.

### **Other Policies and Procedures**

This Code of Conduct should be read in conjunction with ANZICS' policies and procedures, specifically:

- Conflict of Interest Policy
- Australian Council for International Development (ACFID) Code of Conduct
- Anti-Bullying and Harassment Policy
- Child Safeguarding Policy
- Prevention of Sexual Exploitation, Abuse and Harassment Policy
- Financial Wrongdoing and Anti-Corruption Policy

### **Review**

The Code of Conduct Policy will be reviewed from time to time or as legislation is amended, considering current good practice and applicable regulatory advice.